



John Elias Baldacci
Governor

Maine Department of Health and Human Services

Division of Licensing & Regulatory Services
Community Services Licensing
442 Civic Center Drive
State House Station 11
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Brenda Harvey
Commissioner

Catherine Cobb
Director

Peter Mauro, Jr.
Assistant Director

Substance Abuse Licensing Review Checklist

Listed below are requirements for the Substance Abuse Licensing review:

- Governing Body Board Minutes
- Client Grievances (If applicable)
- Affiliated Service Agreement (If applicable)
- Policies and Procedures on each program
- Client Records for each program (to be selected by licensor)
- Staff and Client interviews for each program
- Fire Drill Log
- Personnel Records for staffing these programs (to be selected by licensor)
- Supervision Logs
- Annual Evaluation/Quality Assurance Plan
- Staff Development Plan
- Financial Audit
- Professional & Commercial Insurance
- ADA Plans of Correction (If applicable)
- Fee Schedule
- Fire Inspection/Health Inspector file
- Written Agreement with Medical Director

If you have any questions, please call me at 287-9250

Thank you

Our vision is Maine people enjoying safe, healthy and productive lives.